

## **New Amendment for Personal Service Contract for a Program Analyst - ADF-08-HQ-015**

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### **MODIFICATION DETAILS**

**Where do you want to start the modification process:**

Notice Details, add/edit description

**Do you want to change the existing  
description or simply add to it?:**

Edit Existing Description

### **NOTICE DETAILS**

**Solicitation #:**

ADF-08-HQ-015

**Procurement Type:**

Modification/Amendment

**Date Posted:**

September 12, 2008

**Title:**

Personal Service Contract for a Program Operation Analyst

**Description:**

Added: Sep 09, 2008 10:58 am Modified: Sep 09, 2008 12:34 pm

Program Operation Analyst

### **I. BACKGROUND**

The African Development Foundation (ADF) is an independent corporation of the United States Government. Its mandate is to foster community-based development in Africa. ADF programs focus on: 1) responding to the priority needs of grassroots communities and marginalized groups; 2) assisting indigenous small and medium-sized enterprises to engage in profitable and sustainable local, regional, and international trade; and 3) documenting, promoting, and disseminating best practices related to community based participatory development and to enterprise development. ADF provides conventional grants to non-governmental organizations and community reinvestment grants to indigenously owned businesses in African countries.

### **II. INTRODUCTION**

The Position is located in the Field Operations Division. The Division is responsible for overseeing and coordinating all aspects of ADF's administration and program development overseas and for internal review and approval of proposed country strategies, programs and projects. The Division consists of Regional Program Coordinators (RPC) based at ADF headquarters, and country field offices and implementing partners located in Africa. The Division develops and implements ADF country strategies; engages in outreach in the countries where ADF operates; identifies, screens, and selects organizations that might benefit from ADF's support; ensures compliance by applicants, grantees, and contractors with all ADF policies and program guidelines pertaining to project development and approval; and works with strategic partners, U.S. government agencies, host governments, donors, and development organizations to promote and expand ADF's programs and to leverage

additional funding.

### III. GENERAL REQUIREMENT

The POA will be assigned to assist the Regional Program Coordinator (RPC) in the Field Operations Division.

Contractors will perform the following:

Specific Task Requirements:

- Maintain a tracking chart per country of status of all projects in the funding pipeline.
- Prepare and maintain spreadsheets and other documentation, review monthly financial and performance reports from field offices, track expenditures, and identify spending patterns.
- Based on the analysis of grantees' reports, provide written comments to field staff.
- Assist RPC in assuring that field offices comply with ADF financial policies regarding procurement and financial record-keeping.
- Serve as liaison with the Finance Department to justify and complete budget amendments and to assure proper identification of cost centers for headquarters purchases for field operations.
- Assist the RPC with recruitment and mobilization of Partner organizations and country field offices including advertising, equipping offices, and providing information on ADF policies and procedures.
- Review Partner organization and field office monthly financial reports; with the RPC determine issues and spending patterns; assist in justifying and drafting budget shifts and/or amendments.
- Track, analyze, and organize a variety of information (e.g., monthly activity reports on new proposals, site visits; performance data related to Partner organizations and field offices; project lists including start and end dates, budget amounts, approved amendments, performance targets, etc.; accomplishments relative to the five-year strategic plans; etc.)
- Review audit findings and ensure follow-up on recommendations in collaboration with field staff.
- Monitor the closeout of completed projects; ensure that all pending issues are resolved and necessary information is provided in the database.
- Review and process grant disbursements (requires an up-to-date understanding of project performance and the use of the grant budget).
- Review and process grant time and budget amendments.
- Use and understand the ADF database system including quarterly API and PART data. As the database expands to become the repository for project performance data, use the system to store information about projects and develop project performance reports.
- Assist the RPC with the preparation of Project Paper funding packages; ensure that packages include all required documents and any other supporting documentation and correspondence before distribution to attendees to the Concept Review Meetings.
- Participate in Concept Review Meetings and assist the RPC to assure that the Concept Review Memo with any outstanding issues is transmitted to the field in a timely fashion
- Perform other duties as assigned.

### IV. DESIRED QUALIFICATIONS

1. At least 3 years of relevant recent experience related to African grassroots economic development; (see note 1 below) and a bachelor's degree in business, engineering and/or economics.

1 Fluent in English and the ability to communicate effectively orally and in writing.

2 Experience in developing and presenting analysis summaries in MS Word and Excel;

NOTE 1: You may substitute a Master's degree or 2 full years of graduate education leading to such a degree in the field of business, economics and/or engineering for years of experience required under desired qualifications #1 at the GS-9 grade level. Such education must have been obtained in an accredited college or university and demonstrate the knowledge, skills, and abilities necessary to do the work of this position.

### V. Benefits/Allowances:

As a matter of policy, and as appropriate a PSC is normally authorized the following benefits and allowances:

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Contribution toward Health and Life Insurance

Pay Comparability Adjustment

Eligibility for Worker's Compensation

Annual and sick leave

And any other negotiated benefits allowable under FAR subpart 31

Federal Taxes: ADF Personal Service Contractors are not exempt from payment of Federal Income Taxes.

#### VI. LIST OF REQUIRED FORMS FOR PSCS.

The Forms outlined below may be required and shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job:

- 1) Certify ability and willingness to travel and visit remote locations under harsh climate conditions with limited health care facilities;
- 2) Certify ability to meet the requirements of a background investigation to be conducted by ADF;
- 3) Questionnaire for Sensitive Positions (for National Security (SF-86) or Questionnaire for Non-Sensitive Positions (SF-85); and
- 4) Finger Print Card FD-259

#### VII. INQUIRIES

Questions concerning the solicitation should be sent to [probinson@usadfgov](mailto:probinson@usadfgov) no later than Thursday, September 11, 2008. Response to questions will be posted on the Fedbizopps as an Amendment to the solicitation.

#### VIII. POINT OF CONTACT

Paul Robinson, Contract Specialists, email [probinson@usadfgov](mailto:probinson@usadfgov), telephone 202-673-3916, Ext 123, Fax 202-673-3810,

#### IX. EVALUATION CRITERIA

##### EVALUATION FACTORS FOR AWARD

Phase 1: Desired Qualifications

Phase 2: Technical Evaluation Factors

Phase 3: Interviews

##### PHASE 1: MANDATORY QUALIFICATIONS

Please submit your responses to the three (3) Desired and one (1) Mandatory Qualifications stated below. As needed, Offerors shall cite the entity (ies) and location(s), period of service(s) and description of the service(s) provided that demonstrates the ability to provide the services identified in each of the factors.

##### DESIRED QUALIFICATION:

1. At least 3 years of relevant recent experience related to African grassroots economic development; (ADF reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation)
- 1 Fluent in English. (both in written and oral communication)
- 2 Experience in developing and presenting analysis summaries in MS word and Excel;

##### MANDATORY QUALIFICATION

1. Ability to read, write and communicate orally in French

Applicants who satisfy the desired and mandatory qualifications requirements will be selected to pass to Phase 2.

##### PHASE 2: TECHNICAL QUALIFICATIONS

Please provide your responses to the Four (4) Technical Qualifications cited below. Offerors shall cite the entity (ies) and location(s), period of service(s) and description of the service(s) provided that demonstrates the ability to provide the services identified in each factor

##### TECHNICAL QUALIFICATION:

- 1 Knowledge of U.S. Government policies and procedures on grant management and administration, (20 Points).

2 Demonstrated knowledge and experience of grassroots development issues in Africa particularly affecting small producer groups and micro enterprise; (30 Points)

You may substitute a Master's degree or 2 full years of graduate education leading to such a degree in the field of business, Economics and or engineering for years of experience required under desired experience qualifications #1 at the GS-9 grade level. Such education must have been obtained in an accredited college or university and demonstrate the knowledge, skills, and abilities necessary to do the work of this position.

1 Demonstrated ability to develop and analyze technical excel spreadsheets to (1) track budget and funding data, (2) draw conclusions from this data to identify compliance with ADF requirements and adherence to budget parameters; (3) present results in an orderly and concise manner. (30 Points)

2 Demonstrated ability to review and revise financial analyses using standardized software (such as Business Plan Pro) and perform other analyses related to project proposals. This includes evaluating business plans, and financial statements and identifying potential business problems affecting project viability. (20 Points)

Applicants who pass the technical evaluation factors will pass to Phase 3.

#### PHASE 3: INTERVIEWS

Based on Phase 1 and Phase 2 results, the top ranking candidates will be contacted for interviews. Interviews may be conducted in person or by telephone. ADF shall not reimburse interview costs.

These candidates will be evaluated based on the following:

- Written and verbal communication skills in English.
- Written and verbal communication skills in French.
- Work experience as it relates to the Statement of Work.

#### SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICE TO OFFERORS

##### PROPOSAL SUBMISSION:

A complete application consists of the following:

1. Three past performance references. The Offerors shall include complete contact information for all references to include phone numbers and email addresses. (ADF reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation)

2. Qualified individuals are requested to submit a resume, the resume shall contain at a minimum, Personal Information: full name, mailing address, email address, day and evening phone numbers, country of citizenship. Education: Name of schools attended (primary, secondary and college or universities), locations, dates, type of degrees received and major. Work Experience: Provide the following for paid and unpaid work experience related to the jobs for which you are applying (do not send job descriptions): job title; duties and accomplishments; employer's name and address, superiors name and phone number, start and end dates (month and year), hours per week, salary. Other

Qualifications: Other pertinent information related to the qualifications required for the position; including job-related skills, such as languages, computer skills.

3. Responses to Desired/Mandatory Qualifications and Technical Evaluation Factors

Applicants who fail to submit a complete application shall not be considered.

The Offerors assume the full responsibility for ensuring that offers and references are received at the place as delineated herein and by September 12, by 3:00 p.m. EST. All offers shall be closed and sealed and shall be fully identified on the sealed envelope if delivered via third party carrier or hand delivered. When the proposals are hand-carried or sent by courier service, the address for offers is the African Development Foundation; 1400 Eye Street, N.W., Suite 1000, 10th Floor; Washington, D.C. 20005.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. All applications shall be submitted in a sealed envelope with the solicitation number cited on the outside of the envelope for identification purposes.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) subpart 15.412.

No Electronic proposals shall be submitted

Interested offerors may register at <http://www.fedbizopps.gov> to receive notification when the solicitation and any amendments are issued and available for downloading. Please note that the General Services Administration provides the notification service as a convenience and does not guarantee that notifications will be received by all persons on the mailing list. Therefore, we recommend that you monitor the Fedbizopps site for all information relevant to desired acquisitions.

**METHOD OF AWARD**

ADF anticipates awarding one (1) personal service contracts as result of the solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by ADF to reimburse costs incurred in the preparation of an application.

Award shall be made based on the best overall value to the Government. The Contracting Officer (CO) will use the technical merits of each proposal to determine the successful offeror.

**Classification Code:**

D -- Information technology services, including telecommunications services

**NAICS Code:**

541990 -- All Other Professional, Scientific, and Technical Services

**Response Date:**

Sep 16, 2008 3:00 pm

**Primary Point of Contact:**

Paul Robinson,  
Contract Specialist  
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Phone: 2026733916  
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**Secondary Point of Contact:**

Sheila J. Joseph,  
Contract Specialists  
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**Place of Contract Performance:**

African Development Foundation  
1400 Eye Street NW  
Washington , District of Columbia 20005  
United States

**Archiving Policy:**

Automatic, 15 days after response date

**Allow Vendors To Add/Remove From Interested Vendors:**

yes

**Allow Vendors To View Interested Vendors List:**

yes